

STATEMENT OF ACTUAL EXPENSES	
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REIMBURSABLE EXPENSES (JTR, par. C4601 and JFTR, par. U4205)

[illegible]

NOTES

- (1) Attach lodging receipt(s) as supporting document(s).

- (2) Cost of each meal and tip (less the cost of alcoholic beverages).

- (3) Cost of local transportation and tips for travel between places of lodging or duty points and places where meals are taken not otherwise reimbursable (*JTR, par. C2402, and JFTR, par.U3510*).

- (4) (a) Fees and tips to hotel employees;
(b) Fees and tips to porters and baggage carriers (*Members of Uniformed Services indicate only those fees and tips paid to porters and baggage carriers at places of lodging. Fees and tips at common carrier terminals are separately reimbursable.*);
(c) Communications charges for lodging reservations;
(d) Expenses (*other than those shown on lodging receipts*) related to lodging;
(e) Expenses for personal laundry and cleaning of clothing.
(*See JFTR and JTR Appendix A, under definition of per diem, for listing of other incidental expenses.*)

I, _____ certify that itemized amounts are actual and necessary expenses
(Type or Print Name)

incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE

DATE _____